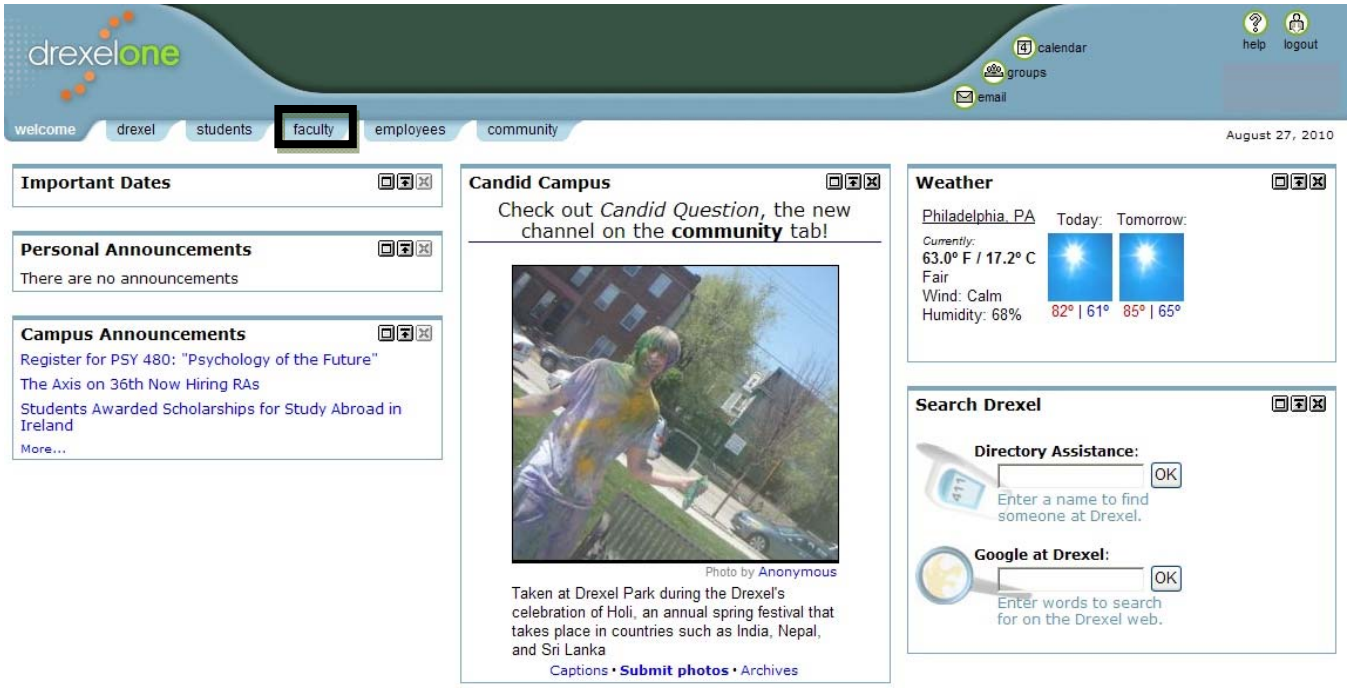
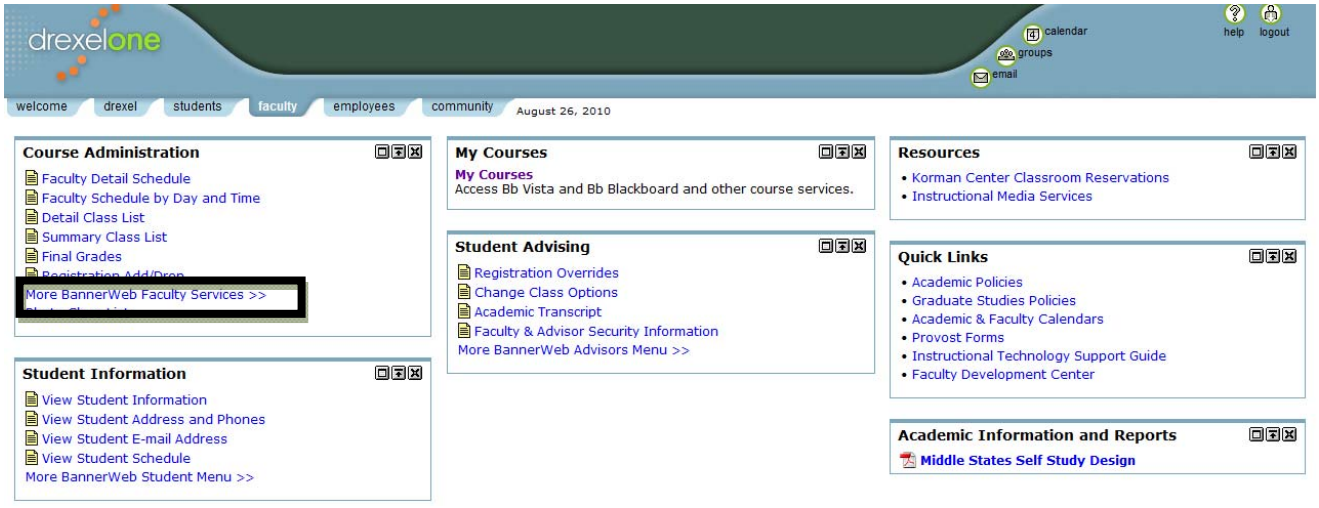
Office of the University Registrar
Drexel University
University City

Faculty Guide to Submitting a Grade Change Request Online

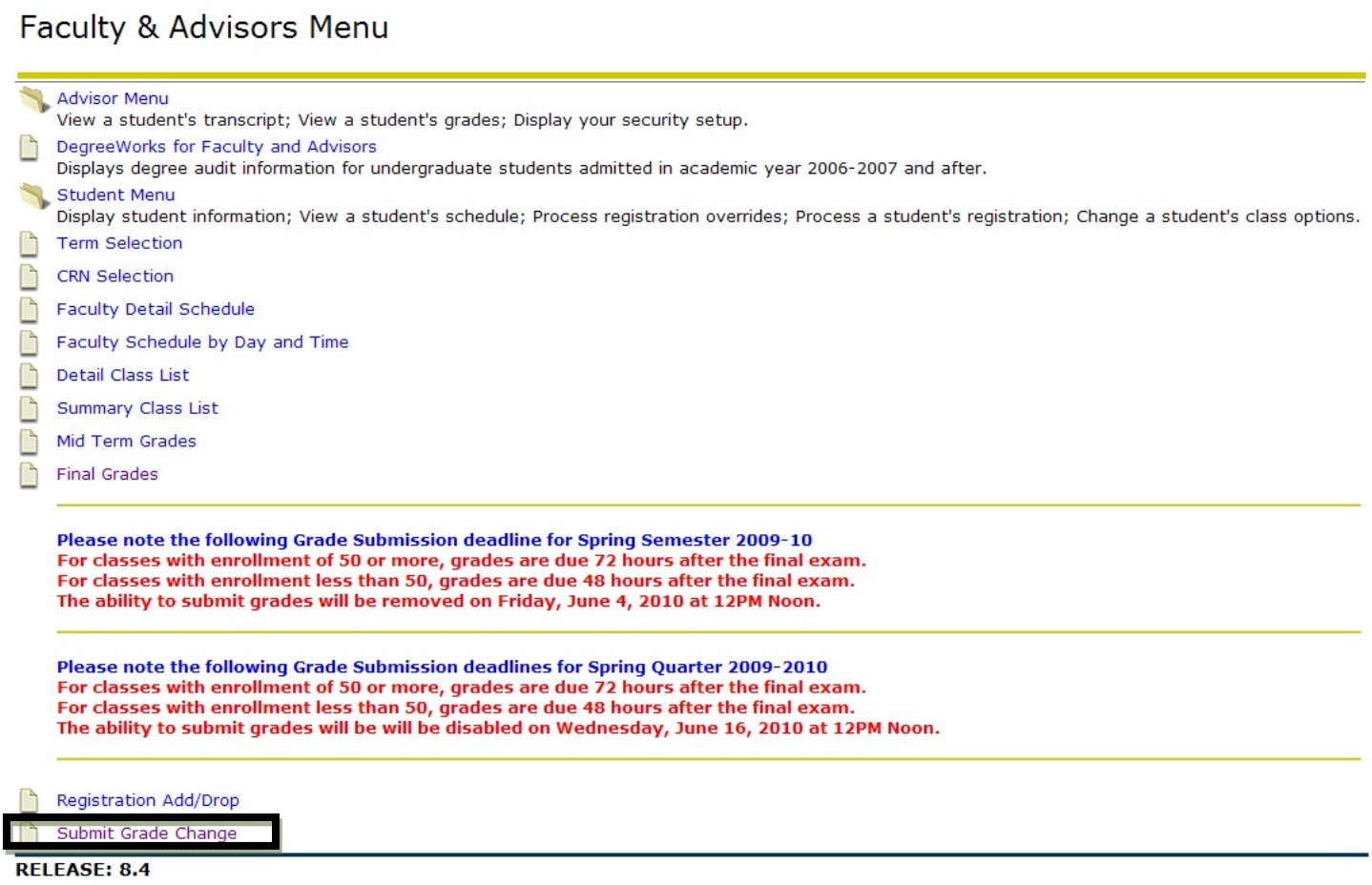
1. Login to DrexelOne at https://one.drexel.edu and select the Faculty tab.



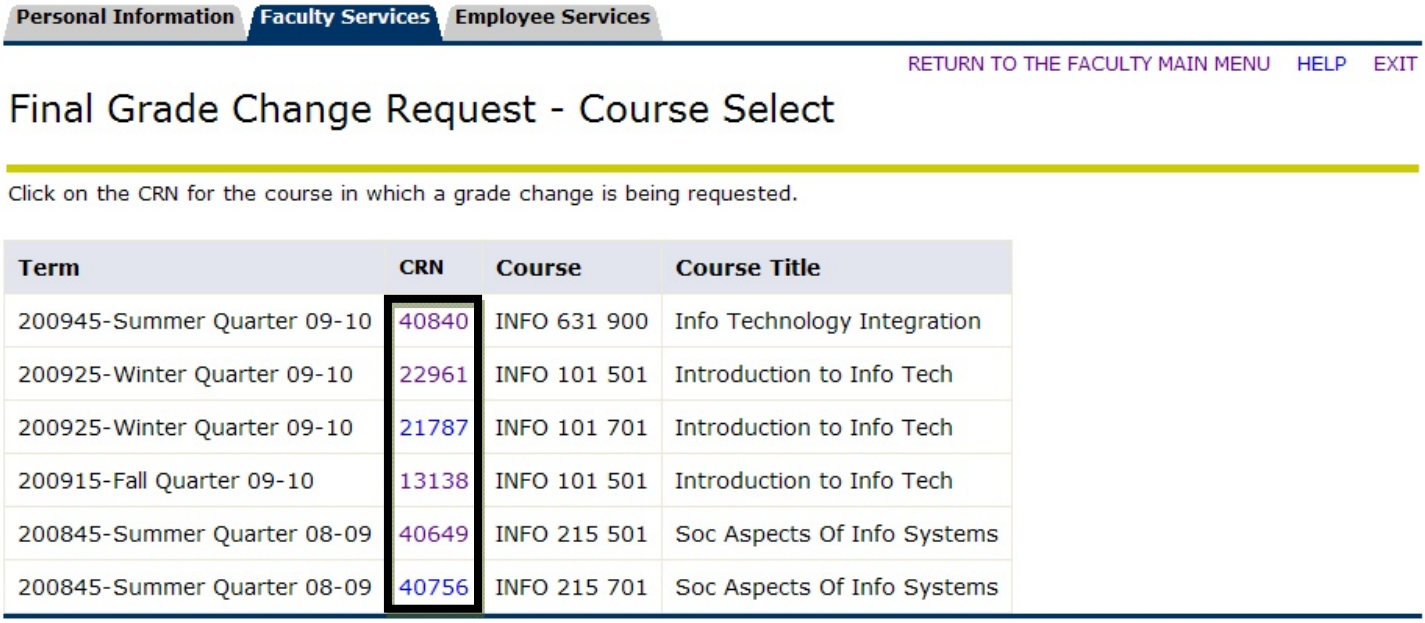
2. In the Course Administration channel, select More BannerWeb Faculty Services



3. Within the Faculty and Advisors menu select the Submit Grade Change link

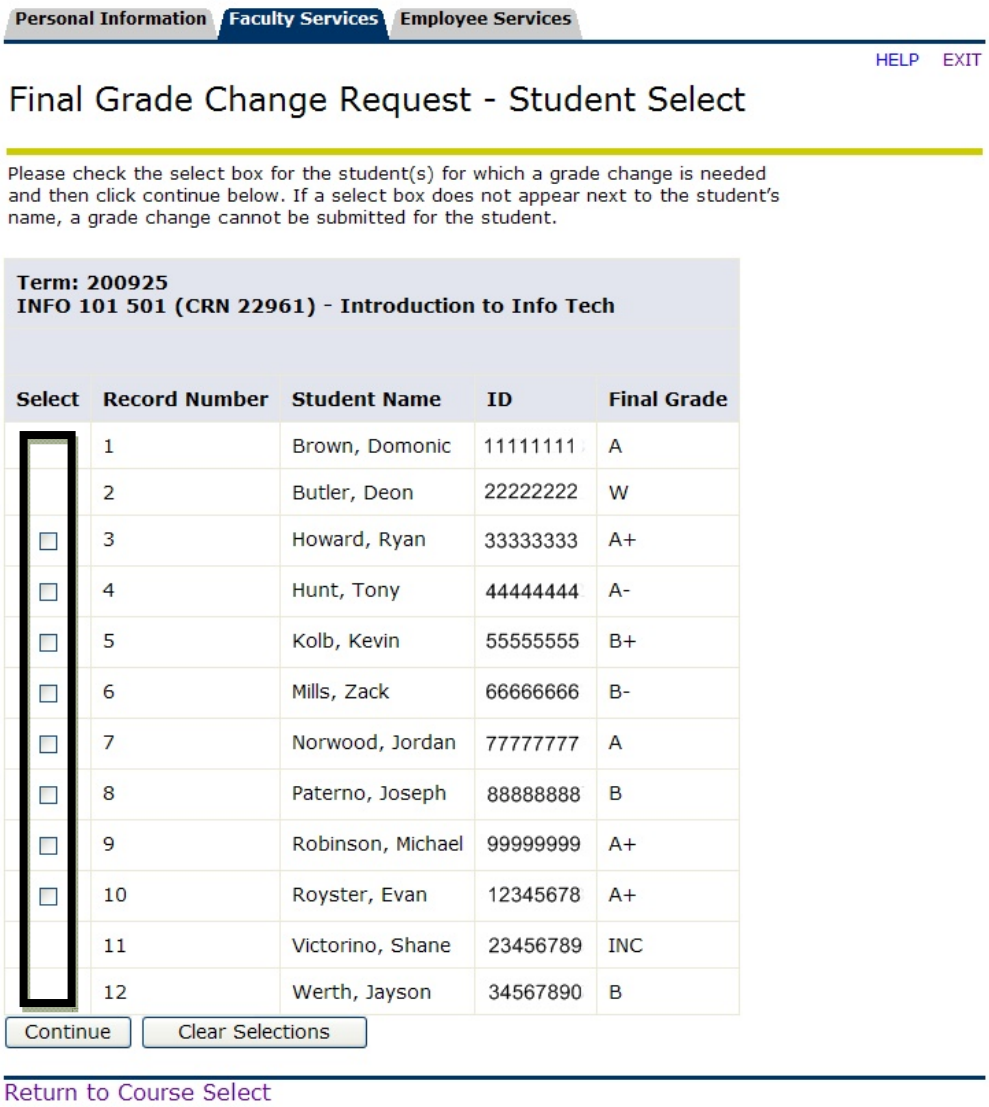


4. Select a respective course by clicking on the CRN number to change a student's grade. The online grade change functionality will only be available for courses that occurred within one academic year of the current term.



5. Select the student(s) for which a grade change is required by clicking the check boxes on the left of the form. Then select Continue below. Students who do not have a check box are not eligible for a grade change due to one of the following reasons:

    - *The student has graduated*
    - *The student has an existing grade change request pending*
    - *The student has withdrawn from course (Final Grade = W)*



Personal Information | Faculty Services | Employee Services

HELP EXIT

Final Grade Change Request - Student Select

Please check the select box for the student(s) for which a grade change is needed and then click continue below. If a select box does not appear next to the student's name, a grade change cannot be submitted for the student.

Term: 200925
INFO 101 501 (CRN 22961) - Introduction to Info Tech

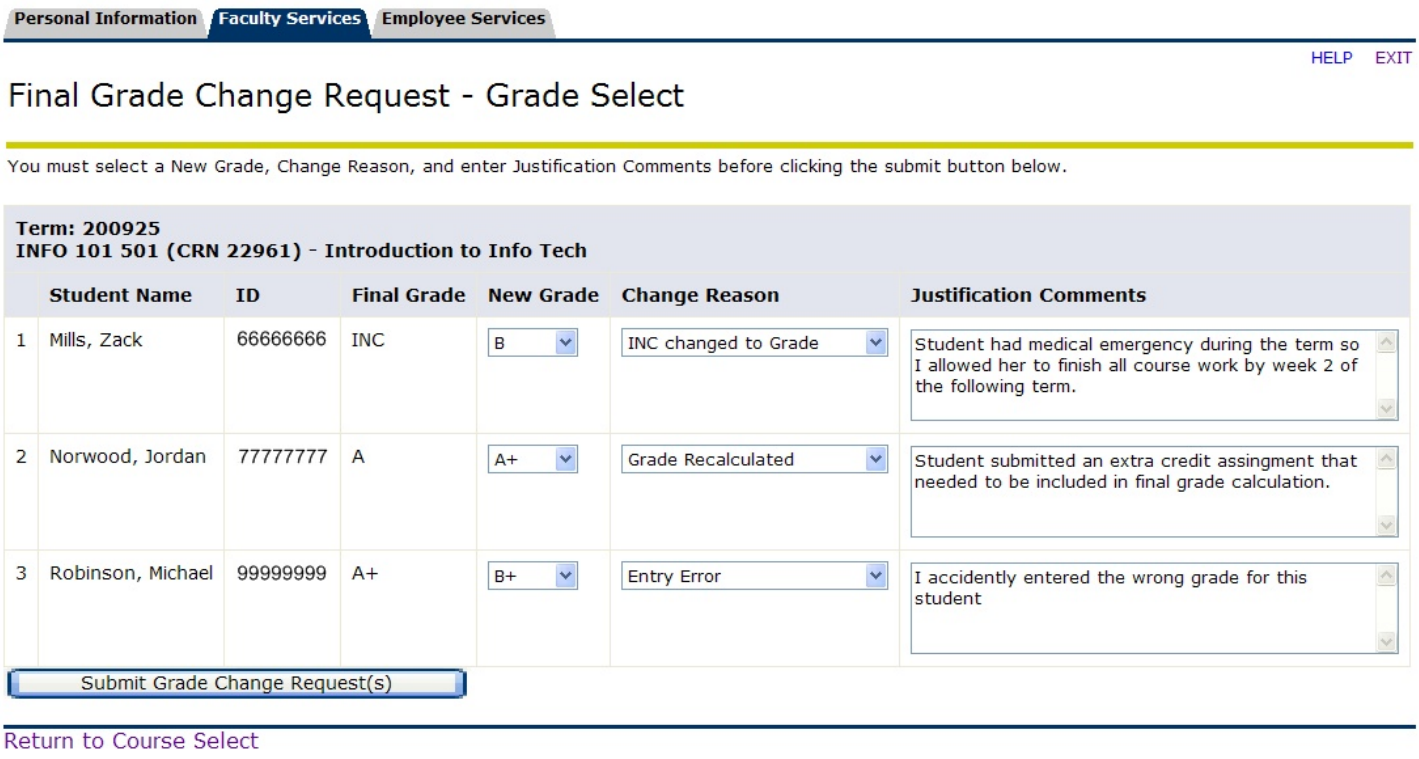
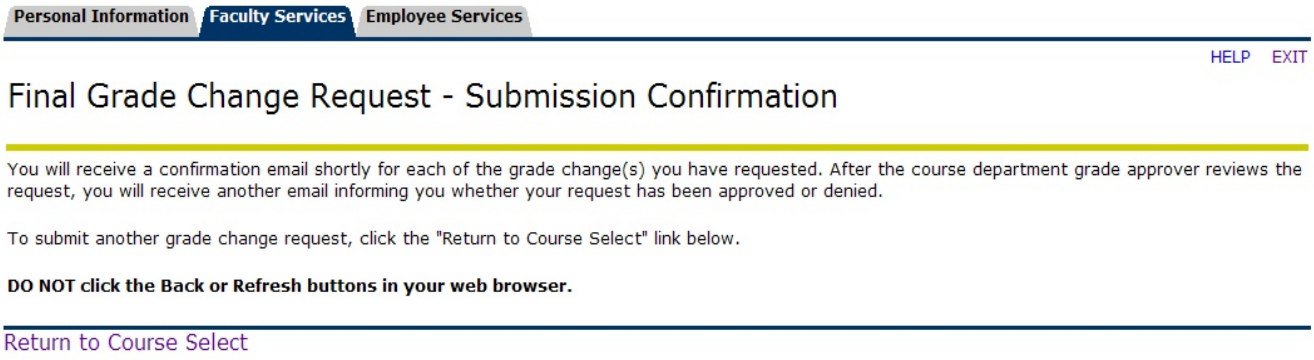
Select	Record Number	Student Name	ID	Final Grade
	1	Brown, Domonic	11111111	A
	2	Butler, Deon	22222222	W
☐	3	Howard, Ryan	33333333	A+
☐	4	Hunt, Tony	44444444	A-
☐	5	Kolb, Kevin	55555555	B+
☐	6	Mills, Zack	66666666	B-
☐	7	Norwood, Jordan	77777777	A
☐	8	Paterno, Joseph	88888888	B
☐	9	Robinson, Michael	99999999	A+
☐	10	Royster, Evan	12345678	A+
	11	Victorino, Shane	23456789	INC
	12	Werth, Jayson	34567890	B

Continue | Clear Selections

Return to Course Select

6. An Instructor must:
    - Select a new grade for the student
    - Select an appropriate change reason description via the drop down menu
    - Enter justification comments to aid department grade approver when reviewing the request

    When all 3 fields are complete, select the Submit Grade Change Request(s) button.



7. The final screen confirms to the instructor that the grade change request has been submitted via DrexelOne